Daily Activity Report Form Completion Training
DIS0174

2001

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Preliminary Information

A) Rule No. 1 - The rules and guidelines for each disaster may, and usually do, vary. It is a constant changing process. Therefore, the best practice is to include as much information as possible on this Daily Activity Report (DAR). This will lessen the possibility that the preparer, reviewer, Accounting & Financial Services Department (AFSD), Federal Emergency Management Agency (FEMA), and State of Florida Department of Community Affairs (DCA) will be required to reconstruct paperwork for reimbursable activity months after the fact.

B) The information on this form is required by FEMA/DCA for reimbursement of eligible expenditures. This form may be used for disaster/event activities and also hazard mitigation activities.

C) The term "Force Account" is the FEMA/DCA term for the District's own personnel (including leased workers) and equipment.

D) This is a **DAILY** Activity Report. One form for each day at each location. The only known exceptions to one per day per location would be for one activity for several locations (i.e., inspections, turning on/off generators, etc.) in one day. If in doubt, it's best to complete one form per day per location.

E) It is expected that some of the information requested on this form may not be known at the time of submittal to your *Financial Coordinator*. Please complete all information known**. The following items are crucial for reimbursement:** date, county, Public Assistance Category, work location, names of employees or vendors, vehicle/asset number, hours, miles or units, and description of activities, equipment, and materials.

F) Ideally, this form should be completed at the end of each workday.

G) Do not complete the shaded areas on the form.

H) Employees' hourly salary rates do not appear on the form, but are used in calculations in the electronic DAR.   If completing the DAR manually, please enter the employees' hourly salary rates to verify the extensions and calculations.

I) There is a *Copy Form macro* located in the spreadsheet. The button to click on is located at the top of the "Labor" worksheet. There is also a *Clear Form macro* located at the top of the "Labor" worksheet.   This macro will only clear the data in the "Labor" and "Eqpt_Materials" worksheets. Any copied or renamed forms will not be cleared.

J) The worksheets and tables are "protected" – data may be entered only in unprotected worksheet and cells. If access is required to any protected worksheets or cells, please contact Dave Loy in AFSD for the worksheet password.

K) The preparer and/or reviewer should keep a copy of the completed form for their records.

L) The completed forms must be submitted to *your Division's Financial Coordinator* on a daily basis, unless your *Financial Coordinator* specifies other times.

M) This form is in Excel spreadsheet format. The DAR form is actually two worksheets: Labor and Equipment/Materials. If using hard copy, it is best to make the form a single piece of paper, double-sided. A hard copy may be obtained by printing from the iweb locations, or from AFSD or Records Management.

N) The DAR form may be completed electronically (recommended) or manually.

O) The DAR form must be submitted either electronically or hard copy *(Financial Coordinator decision)* to your *Financial Coordinator only*; contact your *Financial Coordinator* for information on whether they want an electronic submittal or hard copy.

P)   The *Financial Coordinator* must submit hard copies of the finalized, reviewed, and approved DARs to AFSD (Mailstop #6230).

Q)   The form is available on the iweb at Newsflash / District Forms / Daily Activity Report for FEMA Emergencies and Corporate Resources / Finance and Administration / AFSD.

EM Financial Data Responsibilities				
Responsibility		**Duties**		**Deadline**
Individual or		Complete DAR Form		Daily
Crew Leader		Submit to Division Financial Coordinator		*(Fin. Coord. Decision)*
Division EM		Review & Approve DAR		
Fin. Coord.		Summarize Data		
		Prepare Cost Accounting Form		
		Submit DARs & Cost Acct. Form to AFSD		Payday 5PM
				for preceding 2-week
				pay period
AFSD		Complete DARs with Paid Vendor Data		
		Review & Approve DARs/Cost Acct Form		
		Prepare or Reconcile Project Worksheets		
		Prepare DCA Forms		
		Submit to DCA		60 days after declaration

DAR Form Completion

Side A (Labor)

If not on Side A, click on the "Labor" worksheet tab located in the lower left portion of the screen. Tab keys are used to move between data fields. The arrow keys will also move the cursor. If the cursor is not in Cell AE6, press on the Control + Home keys and then press on the Tab key.

A)   Heading

1)   Skip the first 2 fields, if this is a one page DAR. If this is a multiple page DAR, enter the number of this page and tab to the next field to enter the total number of pages.

2)   Tab; enter the FEMA-_____-DR-FL disaster event number, if known or applicable.

3)   Tab; enter the county where the labor activity was performed.

4)   Tab; enter the date the activity was performed in MM/DD/YY format.

5)   Tab; enter a User Dept. Tracking number or leave blank for your *Division Financial Coordinator.*

6)   Tab; enter "x" in the appropriate Public Assistance Category box (only one). Generally most District Emergency work will be Category A or B. Repairs would go into the C, D, and E boxes.

7)   Tab; enter "x" in the appropriate Activity Type box (may be more than one).

8)   Tab; enter a specific description of the work location, i.e., "C-24, North Bank, 2 miles west of I-95."

9)   Tab; enter the latitude and longitude, if known.

B)   Force Account Labor

All hours must match the payroll time entry.

1)   Tab; "Select Employee Name" box pops up in the window. Follow the instructions in the box to enter an Employee's Name. Once the Name is Selected and Insert Button is clicked, the following information appears on the DAR: Employee Name, Fund #, Dept #, and Regular Hourly Rate (not visible on the screen or on the print out of the form, but present for calculations).

Note: If completing the DAR form manually; Regular Hourly Rate must be entered on the form to verify extensions and calculations.

2)   Tab; enter the employee's **District duty or leave** hours (to the nearest quarter-hour) for today (**at any and all locations**). Note the column description and footnote on the form for a definition of District duty and leave hours.

3)   Tab; enter the employee's Activity Code and tab; Reporting Category Code, used for payroll entry, for the FEMA Event hours.

4)   Tab; enter the employee's FEMA event Regular hours for today at this location.

5)   Tab; enter the employee's FEMA event Regular Compensated hours for today at this location.

6)   Tab; enter the employee's FEMA event all Overtime hours for today at this location.

7)   Repeat steps 1 – 6 for each employee performing FEMA event hours at this location today.

C)   Finishing Side A

1)   Tab; enter a narrative description of the activities performed today at this location. This area is ***crucial***.   A brief, concise description is required to ascertain eligibility of reimbursement.

2)   **IF** there are Equipment and/or Materials costs, complete Side B of this form. If there are no costs except the previously entered labor, complete the form by performing the following steps 3 - 6.

3)   Tab; enter the name of the preparer of this form.

4)   Tab; enter the date prepared.

5)   Tab; enter the name of the reviewer/approver.

6)   Tab; enter the date reviewed/approved.

D)   Printing the Form

1)   The form may be printed by using Excel's usual print commands or by clicking on print macros located at the top of the "Labor" worksheet and at the top of the "Eqpt_Materials" worksheet.

Side B (Eqpt_Materials)

Click on the "Eqpt_Materials" worksheet tab in the lower left portion of the screen.   If cursor is not in Cell S4, press on the Control + Home keys and then press on the Tab key.

E)   Heading

1)   Skip the first 2 fields, if this is a one page DAR. If this is a multiple page DAR, enter the number of this page and tab to the next field to enter the total number of pages.

2)   Tab; enter the FEMA-_____-DR-FL disaster event number, if known or applicable.

3)   Tab; enter the date the equipment or materials were used in MM/DD/YY format.

4)   Tab; enter a User Dept. Tracking number or leave blank for your *Division Financial Coordinator.*

F)   Force Account Equipment

1)   Tab; "Equipment List" box pops up in the window. Follow the instructions in the box to enter a Vehicle/Asset #. Once the Vehicle/Asset # is Selected and the Insert Button is clicked, the following information appears on the DAR: FEMA Code, Year, Make, Model, Description, Unit Cost, Fund # , and Dept #.

Note: If completing the DAR form manually; year, make, and model not required.

2) Tab; enter hours and/or miles usage. If "Equipment List" box is used to insert the Vehicle/Asset #, the required hours or miles cell is ready for entry.   The cell, hours or miles, not required, is darkened to prevent you from entering data.

Note: Generally, a mileage rate is reimbursed when a vehicle is mainly used for transporting of employees. If a vehicle was used in the performance of duties, an hourly rate would be reimbursable. Include all hours the equipment is in service including preparation, delivery to the site, actual use at this location, return to its point of origin, and clean up. All time is for today only.

3) Tab; enter the primary operator's name.

4) Repeat steps 1 – 3 for each District vehicle or piece of equipment used today at this location.

G)   Rented Equipment

1) Tab; enter the District Purchase Order (PO) number.

2) Tab; enter the Fund #.

3) Tab; enter the Dept #.

4) Tab; enter the vendor company name.

5) Tab; enter as complete a description of the equipment as possible, with capacity and rated horsepower being most important. Also, enter a serial or vendor tag number.

6) Tab; enter the primary operator's name.

7) Tab; enter the unit of issue (rent on an hourly, daily, weekly, or monthly rate, or other).

8) Tab; enter the number of units.

9) Tab; enter unit cost.

10) Repeat steps 1 – 9 for each piece of rented equipment used today at this location.

H)   Materials

1) Tab; enter the District PO, OC (Warehouse Over-the-counter issue), or Contract number, if applicable (some items may not have a "purchase" number).

2) Tab; enter the Fund #.

3) Tab; enter the Dept #.

4) Tab; enter the vendor company name that provided materials or services, or the Department name of the Warehouse issuing District stock, or enter the name of the District employee (for travel expenses).

5) Tab; enter a brief description of each item/travel/service used today at this location.

6) Tab; enter the Type Code (listed on the DAR form).

7)   Tab; enter the unit of issue.

8)   Tab; enter the number of units used today.

> Note: If you did not use, today or at this location, all materials/services on the PO/OC/Contract number and intend to use the remaining items on another day or different location, those remaining items would be entered on a separate DAR.

9)   Tab; enter unit cost.

10)   Repeat steps 1 – 9 for each District expenditure today at this location for materials, travel, or services.

I)   Finishing the Form

> If the financial data is now complete, return to the instructions for Side A, C) 3), to complete and print the form.